

Headquarters U. S. Air Force

Integrity - Service - Excellence

Preparing an Effective CCDP Nomination



U.S. AIR FORCE

HQ AFPC/DPKD



U.S. AIR FORCE

AF Civilian Competitive Development Program (CCDP)

PROGRAM GOALS

- **Meet long-term leadership needs of the Air Force**
- **Prepare high potential employees for increased responsibility and shared leadership with military**
- **Select right person at the right time for the right training and put that learning to work in appropriate follow-on assignments.**
- **An effective nomination package must address these goals**



U.S. AIR FORCE

Preparing an Effective CCDP Package

Nominee Responsibilities

- **Accuracy of the Nomination Package**
 - Answer all questions completely and accurately
 - Review career brief - if there are inconsistencies between your resume and your record, they must either be corrected or explained
- **Return on Investment to the Air Force**
 - Short and Long-Term Goals should be reasonable and clear
 - Short-Term Goals should show how the requested training will be utilized
 - Long-Term Goals should show how the Air Force will benefit from the training in terms of future capability



U.S. AIR FORCE

Preparing an Effective CCDP Package

Nominee Responsibilities (cont'd)

■ **Tips for Writing your Resume**

- **Use first person, emphasizing your personal accomplishments**
 - **If achievements were part of a group effort, describe your contributions**
- **Focus on your more recent, more relevant experiences**
 - **Emphasize experience that meet specific school objectives and the description of the ideal candidate**
- **Focus on competencies versus tasks**
 - **Leading change**
 - **Leading people**
 - **Results driven**
 - **Business acumen**
 - **Building coalitions/communications**
- **Training on how to write for competencies can be found at**
http://www.afpc.randolph.af.mil/cp/ECQ/content_main.htm
 - **Although designed for SES candidates, Units 2 & 3 define executive competencies and show how to effectively portray experience**



U.S. AIR FORCE

Preparing an Effective CCDP Package

Endorsing Official Responsibilities

- **Write the nomination yourself**
 - **It's Okay to have an employee provide bullets, but the package loses credibility when it appears the employee prepared their own endorsement**
- **Discuss the nomination with the employee**
 - **Is this the right school at the right time?**
 - **Templates on the website will help you**
 - **If you're not sure, discuss with the Career Program**



U.S. AIR FORCE

Preparing an Effective CCDP Package

Endorsing Official Responsibilities (cont'd)

- **The strength of your endorsement really matters**
 - **Leadership potential is critical, particularly for SSS - be specific and emphatic**
 - **Know the employee's record - your endorsement should be consistent with their achievements**
 - **Highlight significant achievements/recognition**
 - **Consider ownership/enthusiasm of your endorsement**
 - **Return-on-Investment should state clearly how proposed learning will benefit the Air Force in the long-term**
 - **Follow-on Assignment - what do you recommend the employee do next that will build on this training**
 - **Faint praise/lukewarm comments send a clear message**